

# **New York State Comprehensive Emergency Management Plan**

## **Logistics Annex**



**Disaster Preparedness  
Commission**

**Prepared by the New York State  
Disaster Preparedness Commission**

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## **Executive Summary/Policy**

One of the missions of the State of New York and the Disaster Preparedness Commission (DPC) is to provide leadership, coordination, and support for efforts to prevent, protect against, prepare for, respond to, and recover from disasters and emergencies through the logistical management of resources. Obtaining the resource is only one facet to managing logistics. The other is actually distributing or applying the resource to maximize efficiency and make the best use of the resource. These are pivotal elements in managing logistics before, during, and after an incident.

Emergency Support Function (ESF) #7 shall serve as the operational arm of the State's Logistics Management. Under this construct, ESF #7 provides the critical capability of Logistics and Resource Management, with the NYS Division of Homeland Security and Emergency Services (DHSES) Office of Emergency Management (State OEM) as the Coordinating Agency. ESF #7 will activate in situations where a State level multi-agency response is needed for resource management, coordination, and procurement.

One of the missions of ESF #7 is to direct and coordinate logistics for comprehensive incident management. The principal activities of ESF #7 staff in the State Emergency Operations Center (EOC) during an event at any activation level are the procurement, prioritization, and dissemination of information and resources for identified and approved supported agencies. New York State ESF #7 will serve as the primary integration point for Federal ESF #7, should the State request Federal assistance.

## **Comprehensive Approach**

Dealing with emergencies and disasters is an ongoing and complex endeavor. Through the implementation of Preparedness measures, effective planning and pre-positioning of resources is the key to successfully applying timely and effective Response strategies during an actual emergency. Further, logistical provisions for short and long-term Recovery efforts after the incident is essential in ensuring that New York State can maintain its obligation to the people of the state. The process of emphasizing the relationship of activities, functions, and expertise necessary in dealing with emergencies is known as Comprehensive Emergency Management.

## **Management Responsibilities and Authority**

New York State is obligated to provide assistance to county and local governments in response to a disaster after local resources have been fully committed and the county is unable to cope with the disaster. Depending on the size and severity of an incident, New York State may be called upon to support a small, isolated response or a larger regional response. Additionally, the State is obligated to manage and coordinate donations management, asset procurement, stockpile usage, transportation of materials, Emergency Management Assistance Compact (EMAC) coordination, and interoperability with Federal ESF #7. Therefore, New York State must ensure that it is prepared to respond to an emergency with the necessary resources as part of the collective State disaster response.

# **Section I: General Considerations & Planning Guidelines**

## **1. Introduction**

Managing a response to emergencies or disasters is a complex undertaking. In doing so, government at all levels apply the required resources to ensure that public health and safety is maintained, and that response and recovery efforts can be effectively accomplished. When the required resources are not locally available or controlled, a local government must have a mechanism in place to obtain and properly utilize those resources. Similarly, but on a different level, the same concept applies to the State's level of response. Pivotal elements in managing logistics is obtaining the resources and distributing or applying the resources with maximum efficiency.

Whether or not the necessary resources exist in a jurisdiction, the Logistics Annex describes the framework within which the State will manage logistics in response to an emergency or disaster situation that warrants State logistical support. The concepts and mechanisms noted here are for all hazards and are specifically designed to support the county-level of government. County-level government plays a lead role in managing logistics at the municipal level. In addition, this Annex is designed to be flexible enough to be applicable across all 62 counties of New York State.

## **2. Purpose**

The State Comprehensive Emergency Management Plan (CEMP) has been structured into three distinct, but interconnected volumes. These are:

- Volume 1: All-Hazard Mitigation Plan
- Volume 2: Response and Short-Term Recovery
- Volume 3: Long-Term Recovery Plan

The purpose of the State CEMP is to identify the State's overarching policies, authorities, and response organizational structure that will be implemented in an emergency or disaster situation that warrants a State response. The State CEMP serves as the foundational framework for the State's response levels and serves as the operational basis of which other functional and hazard-specific annexes are built upon. These annexes address a broad range of consequences to respond to the State's highest rated hazards.

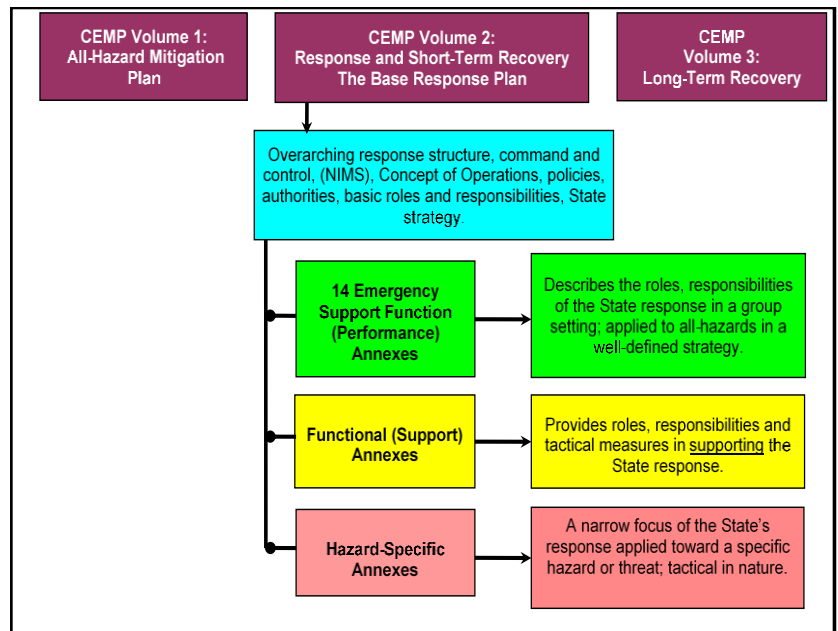


Figure 1: Structure of the State Comprehensive Emergency Management Plan

The purpose of this Annex is to ensure that the State CEMP is adequate to respond to the logistical needs associated with disasters and emergencies within the State, including pre-positioning resources for known events and having adequate resources for no-notice events. This Annex will include utilizing individual agency activities that serve as a precursor to utilizing the ESFs, as warranted. Further, this Annex identifies the key mechanisms in coordinating with

local response and identifies the lines of coordination to interoperate with the Federal response via the National Response Framework (NRF).

The objectives of the plan are to:

- Describe the State's logistic management and delivery organization;
- Provide an overview of operations for executing logistics management in support of an event requiring state assistance; and,
- Outline state logistics management responsibilities in support of the Response and Short-Term Recovery section of the State CEMP.

### **3. Scope**

This Annex:

- Applies to all incidents that require State logistical support in response to an emergency or disaster;
- Applies to all incidents that require a limited or full activation of the State EOC; and,
- Applies to all State Agencies and authorities that may be directed to respond to such an event and builds upon the process and structure of the State CEMP by addressing unique policies, situations, operating concepts, and responsibilities.

Response operations based on the type of event will encompass the efforts identified in this Annex and utilize existing capabilities of other functional and hazard-specific annexes to the State CEMP. This Annex is actionable through the efforts of ESF #7 and is a supplement to the ESF #7 Logistics Annex. It is important to note that other State plans, either agency-specific or multi-agency, may be used to support the implementation of this Annex.

### **4. Situation**

This section outlines the potential scenarios and impacts that risks may have on the State's ability to provide logistical support and resources to disaster or emergency-impacted areas of the state. Known events, such as mass gatherings or predicted inclement weather, could impact the logistical resources of the State through the pre-placement and staging of resources, which may limit available resources to other areas of the state. Additionally, incidents occur that provide little, if any, warning that may cause mass disruptions of services or where county-level governments will require State logistical support in response to a disaster or emergency.

A hazard may be natural, technological, or human-caused and may come from an internal or external source, which may have a severe impact on resource availability at a local level. Depending on the type, size, location, and duration of an incident, normal trade and commerce may be interrupted, resulting in a high demand for limited resources. For example, in the aftermath of Superstorm Sandy, gas and potable water were scarce in the New York City area due to limited or no electricity or generators, resulting in rationing of resources.

Past events in New York State have required large-scale mass care operations, which involved the acquisition and distribution of resources to assist with sheltering, feeding, and providing emergency supplies to affected populations. Additionally, past events in New York State have required logistical support for flood mitigation and response, including the coordination of resources for daily operations. Further, past events in New York State have required large-scale debris removal operations, which involved the use of State Agency tree-removal teams or snow-removal teams, and applicable resources. These extensive State logistical operations have provided viable and valuable input in plan development, which ensures that the plan is effective in both scope and application.

## 5. Planning Assumptions

- The State is aware of known events, such as mass gathering or monitoring known inclement weather, and may pre-place or stage resources for rapid response to an incident.
- The State may have little, if any, warning of an event that may cause mass disruptions of services and resources. The State OEM maintains ten stockpiles with limited resources to assist with strategic management and placement of resources throughout the state.
- One or more local entities may have declared a local State of Emergency in response to the disaster and the State has been called upon to assist. Or, the Governor may declare a State Disaster Emergency and make State assistance available to county and local governments.
- Local government resources will likely be overwhelmed, and the State may need to provide additional assistance to support local efforts. State assistance will serve as a supplement to local actions and will be made only after local resources are exhausted.
- Resources allocated under this Annex will be those items not available at the local level, because they were never available to the locality, have been exhausted in response to the emergency, or are not accessible within the timeframe of the applicable emergency. These may include contractual services.
- In the event of a major response and recovery operation, the State may be required to assist local governments by providing distribution facilities and personnel to manage those facilities. Communication assets may be needed to support facility operations.
- In select circumstances, personnel will be allocated with the requested resource. Personnel and resources will be tracked through NY Responds (NYR) and rolling resources will be tracked through Asset Management System (AMS).
- Federal assistance may be required to augment local and State efforts, as the need for resources and assistance may surpass both local and State resources.
- Based on the severity of the emergency or event, delays may occur at all levels of government in obtaining resources and supplies.

## 6. Concept of Operations

The concept of operations outlines the anticipated sequence of events before, during, and after an incident that requires logistic management from the State. The structure for State logistics depends on the demands of the incident demographics, the level of logistical capability at the local level, and the State response level being applied to the incident.

- An incident occurs in the state, local resources are exhausted or non-existent, and State assistance is requested.
- The Governor could exercise gubernatorial authority in declaring a State Disaster Emergency. In doing so, the Governor may direct any and all State Agencies, including non-DPC agencies, to provide assistance under the coordination of the DPC.
- State response activities begin, and if warranted, the State EOC is activated. State OEM staff will initially fill all roles and responsibilities of the Logistics Section.
- State OEM will notify other appropriate DPC agency representatives, which may include the activation of ESF #7.
- If warranted, ESF #7 will activate. State OEM serves as the ESF coordinating agency and will activate all or specific agencies to assist in managing components or functions in the ESF #7 Logistics Section.
- Subsequent to the request for assistance, the State attempts to fulfill the request from existing State resources, general population or private sector donations, or through emergency contract procurement as a last resort.
- If warranted, State OEM will coordinate with the Department of Homeland Security Federal Emergency Management Agency (DHS/FEMA) and other Federal agencies to



support logistical planning and resource support to meet the needs of disaster survivors and responders.

- If conditions warrant, the State will utilize adjunct facilities or functional elements in supporting the request, acquisition, and distribution of resources. These include Federal/State Staging Centralization Centers (FSSC), Staging Areas (SA), and Commodity Points of Distribution (CPOD).
- If requests for resources cannot be filled at the Federal level, State Logistics will coordinate with the DHS/FEMA to pursue acquiring the asset through commercial sources, through EMAC, or through other mutual aid agreements.

## **7. Authorities or Policies**

The authority to develop this Annex and implement the specific logistical response actions required to effectively respond to disasters and emergencies can be found in New York State Law, regulations, and Federal authorities, including:

- Article 2-B
  - Section 21 State Disaster Preparedness Commission; powers and duties
  - Section 25 Use of Local Government Resources in a Disaster
  - Section 28 State Declaration of Disaster Emergency
  - Section 29-h Intrastate Mutual Aid Program
  - Section 29-g Emergency Management Assistance Compact
- Executive Order # 26 of 1996 and # 26.1 of 2006 as amended (NYS Adoption of the Incident Command System)
- Homeland Security Presidential Directive (HSPD)-5
- Article 11 of the State Finance Law
- The NYS Standard Operating Guide for the Emergency Management Assistance Compact, for Interstate Mutual Aid, can be found in Attachment 4.

## **8. Plan Maintenance, Distribution, and Review Process**

State OEM Planning Section has the responsibility for the development, review, and maintenance of all multi-agency response plans under the State CEMP. As required under New York State Executive Law Article 2-B, each plan shall undergo an annual review, update, and be posted online (if applicable) no later than March 31 of each year.

During the annual review by the Planning Section for its material, this Annex is examined for both content and format. For updates that do not impact operational mechanisms or processes, the appropriate edits are initiated within the Planning Section and do not warrant external involvement. Plan updates will also be conducted based upon experiences and lessons learned from exercises or real-world events, or through administrative changes in government. Planning Section updates and/or edits affecting operational capabilities, responsibilities, or otherwise impacting operations will engage stakeholders in a variety of ways, such as verbally, by document review, meetings, webinars, or any combination thereof. Final drafts will be socialized to all appropriate agencies/personnel upon completion.

## **Section II: Preparedness**

### **1. Mitigation**

Volume 1 of the State CEMP is the *State Multi-Hazard Mitigation Plan*. Pursuant to the requirements of 44 CFR 201.4, the State Multi-Hazard Mitigation Plan is required to focus on natural hazards that are likely to substantially impact the State. Mitigation planning efforts for technological and human-caused hazards are also recognized and are being implemented throughout the State. Volume 1 addresses the overall State hazard mitigation planning process, risk assessment, strategy development, and plan maintenance. The *State Multi-Hazard Mitigation Plan* was federally approved by the DHS/FEMA in December 2018 and is in effect for five years. Each county has a FEMA-approved hazard mitigation plan.

### **2. Planning/Risk Assessment**

A variety of mechanisms are used to understand the various risks and associated threats and hazards facing the State. As required by the Homeland Security Grant Program (HSGP) and the National Preparedness Goal, the State must complete an annual Threat Hazard Identification Risk Assessment (THIRA). The process involves the identification of scenarios that will most stress the State's capabilities and an assessment of those capabilities. Those capabilities are mapped to the core capabilities in each of the ESF Annexes created under the State CEMP. Further, New York State has developed additional programs and methodologies to better understand risk at the local level. This includes a County Emergency Preparedness Assessment (CEPA), which the State has conducted in each of the 57 counties of New York and New York City. Counties also participate in their own CEPA to help understand their risks. CEPA provides great insight as to the State's risk profile from a local-level perspective.

### **3. Mitigation Measures**

A variety of other logistics-based planning efforts are ongoing throughout the State. In large part, those planning efforts are attached or scoped to address a certain asset, grant deliverable, or program. Regardless of the design parameter, there are several lead efforts that can be leveraged, with caveats, to support logistics. These include, but are not limited to, the following:

#### **Asset Management System (AMS)**

- The AMS application provides agencies with asset information and an emergency management portal which allows users to search for available assets by license plate, asset ID, internal number, or by a keyword search function. The AMS application also allows users to locate assets on a map, run reports identifying the available assets or tasked associated with an asset, and view all assets. State OEM will use the AMS application to streamline and expedite the emergency resource request and deployment process, as well as monitor and report on the availability of assets during emergencies.

#### **Emergency Contracts**

- Emergency Standby Services Contracts have been established through the State Office of General Services (OGS) that can serve to support the State, local governments, and school districts. This support can include the distribution of commodities, if needed, through third-party vendors.

#### **ESF #6 Mass Care Appendix**

- The purpose of this Appendix is to ensure that ESF #6 can adequately prepare for and provide mass care support to affected populations. This includes life-sustaining and human services resources such as hydration, feeding, sheltering, temporary housing, evacuee support, reunification, and distribution of emergencies supplies. Further, this

Appendix identifies the key mechanisms in coordinating with the local response and identifies the lines of coordination to interoperate with the Federal ESF #6 via the NRF.

#### ESF #7 Annex

- The ESF #7 Annex provides the structure for coordinating response activities for incidents that go beyond the capability of local government. The ESF #7 Annex would support the following critical capabilities in NYS: Logistics and Resource Management, Private Sector/Non-Governmental Organizations, and Planning. The ESF #7 Annex identifies the DHSES as the lead agency and identifies the alert, notification, activation, and roles/responsibilities of each agency.
  - NYS Stockpile Program: The Stockpile Program consists of ten strategically placed locations across the State that house a variety of resources often needed during a disaster. These essential resources include generators, light towers, mass care supplies (e.g., cots, blankets), meals ready to eat (MREs), pumps, and numerous other assets often needed during an emergency. Stockpile requests are considered by DHSES (in consultation with county emergency management) on a case-by-case basis depending on the nature of the request and the situation. However, the stockpile assets are only intended to be used during emergency situations and after other local resourcing options have been exhausted. All requests must be made to DHSES through the county emergency manager. These supplies will be deployed during a disaster from the nearest locations first and from other stockpiles as needed thereafter.
  - Emergency Management Assistance Compact (EMAC): EMAC is a nationally adopted Interstate Mutual Aid Agreement. EMAC has been ratified by U.S. Congress (PL 104-321) and is law in all 50 states, the District of Columbia, Puerto Rico, Guam, and the U.S. Virgin Islands. EMAC is implemented through State OEM on behalf of the Governor and follows the five-step process to facilitate mutual aid. As a member of EMAC since 2001, NYS has access to other state's resources during a State-declared disaster. The process for acquiring resources from other states is identified in the EMAC User's Guide.

#### Volunteer and Donations Management Annex

- New York State's donations management goal is to provide victims of disasters with as much support as possible by effectively channeling offers and goods from the public. This Annex provides guidance concerning donations of goods, materials, services, and cash. Topics addressed include the advantages of cash donations, and State preparations for receiving, managing, and distributing donations, including close coordination with volunteer organizations.

#### Distribution and Inventory Management Annex

- The purpose of this Annex is to ensure that the State has a detailed plan to provide distribution and inventory management capabilities that can be applied during disasters and emergencies within the State, including ordering, distributing, managing, transporting, staging, and demobilizing of critical resources.

#### Medical Countermeasure Distribution and Dispensing Plan

- The Strategic National Stockpile (SNS) Plan was updated in July of 2015, which include a change in name for the plan to the Medical Countermeasure Distribution and Dispensing Plan (MCM D&D). This name change reflects the plan incorporating more all-hazard elements (focusing beyond Anthrax and including both Pandemic Influenza

and other infectious disease outbreaks) as well as the variable scope of an incident (small scale outbreaks in a locality or region needing State Agency support, to statewide events).

- The MCM D&D plan was updated in 2019-2020 to incorporate new Federal and State revisions and priorities. This includes a major change of the SNS being federally coordinated previously by the Centers for Disease Control and Prevention (CDC) and now under the authority of the Office of the Assistant Secretary of Preparedness and Response (ASPR). Other updates are in-line with the move in planning to be more flexible to different hazard types, including emphasis on cold chain and medical supply chain management and other guidance from the Federally required, standardized Operational Readiness Review (ORR) which all funded State Agencies must complete to receive grant funding.
- Due to the COVID-19 Pandemic response, the MCM D&D plan will be transformed immensely by Executive direction in 2021-2022. The plan in its entirety will be reviewed and revised based on this direction and lesson learned from the pandemic.

#### Previous Events and Operations

- The State has the capability to review previous incident data to determine a general idea of the number of people affected in a certain area, the amount and types of resources that were requested by local governments, and the logistical resources used to provide assistance in acquiring, transporting, and distributing the resource.
- Geographic Information System (GIS) provides geo-spatial mapping information and analysis for State Operations during incidents. This information is saved in NYR and included in LIRs during the incident.

## **4. Emergency Facilities**

In large-scale emergencies or disasters, the State may utilize a variety of emergency facilities and locations to expedite the request, acquisition, and distribution of resources to the affected area. These facilities will be used to temporarily store needed supplies, whether they are donated or procured, prior to their transfer to organizations or people who need them. When a catastrophic disaster occurs, the State may establish a Federal/State Staging Center (FSSC) and other emergency facilities to support the response. These emergency facilities include the following:

#### Federal/State Staging Center (FSSC)

Located near major transportation hubs, i.e. airports, rail yards, or trucking terminals, the Federal/State Staging Centers receive bulk supplies, materials, and inventory to sort and repackage items to be sent to Staging Areas. This would be considered the “wholesale” side of the operation and would be located outside of the affected area. The mobilization center will serve as the depot where federal resources are received and transferred to state control. Resources will be reconfigured from “wholesale” to “retail” and distributed to local government CPODS, in coordination with the Logistics Section in the State EOC.

#### Staging Areas (SA)

Staging Areas are located outside the directly affected area but are located nearby to facilitate delivery into the area. This remains part of the “wholesale” side, but items are further broken down for direct delivery to the affected area.

#### Commodity Point of Distribution Sites (CPODS)

CPODS are located within the affected area and constitute the “retail” side of the supply process. The items delivered through this mechanism are in a form usable without further action, i.e. flashlights with batteries, water, etc.

### Donation Centers

Donation Centers will not be located within the mobilization center. However, they may be located within a short distance in a different facility. The activity, at the donation center, should be kept separate from all distribution sites to avoid unnecessary traffic and potential confusion.

Facilities to be used for FSSCs, SAs, or CPODS will, where possible, be identified by the requesting entity. The local knowledge of facilities and infrastructure to support the emergency facilities is essential to ensure efficient and successful operation of the facility. If possible, State or other governmental structures meeting the necessary criteria will be used.

The Distribution and Inventory Management Annex complements this Annex and provides further guidance on SAs and POD Sites. It can be found as Attachment 5.

## **5. Resource Requirements and Logistical Support**

ESF #7 will activate in situations where a State level multi-agency response is needed for resource management, coordination, and procurement. ESF #7 will manage and coordinate donation management, asset procurement, stockpile usage, transportation of materials, EMAC coordination, and interoperability with Federal ESF #7.

The principal activities of ESF #7 at the State EOC during an event at any activation level are the coordination, prioritization, and dissemination of information and resources in response to the incident.

ESF #7 will operate under the management structure in place in the State EOC.

State OEM use a variety of mechanisms to identify and deploy resources to support local response needs during an emergency or disaster. Stockpiles are only one means that State OEM may use to fulfill a request. State OEM may also obtain the requested resource from another agency or by procurement if the asset is not readily available elsewhere. State Agency resources that may be used in a response to an emergency or disaster are maintained, as appropriate, under the purview of each agency.

DHSES Logistics maintain the Regional Disaster Logistics Centers in a state of readiness.

## **6. Memorandums of Understanding (MOUs)**

MOU contracts require regular reviews and updates. MOUs are updated on an as needed basis, when change requests are made to the agreements by either party, or on or before expiration of the existing MOU.

American Red Cross (ARC)/State MOU is for the provision of mass care disaster relief in New York State. A copy of the ARC MOU can be found in Attachment 6.

## **7. Tests, Training, and Exercising**

The State of New York sponsors and conducts a variety of training to improve response capability. This includes varying levels of training in the Incident Command System and the Professional Development Series (PDS) curriculum. The State also participates in a wide variety of specialized training, including training to meet Federal program and grant requirements. Additionally, many State Agencies identify training requirements within their own organization to meet the needs of the agency for that specific discipline. The State of New York has incorporated the Homeland Security Exercise and Evaluation Program (HSEEP) into its emergency management program. HSEEP consists of both doctrine and policy for designing, developing, conducting, and evaluating exercises.

The State utilizes an exercise component as part of the planning process to test the effectiveness of an emergency management plan. These exercises vary in scope and cross several state-level plans or annexes.

As part of the regular testing of resources and maintaining test records of those resources, DHSES Stockpiles utilizes the SFS Maintenance system. The system generates work orders based on a predetermined schedule depending on the type of equipment, routine service schedule, and general function checks.

Agencies may conduct additional training on their own. For example, the Department of Health is responsible for medical POD exercises with counties.

## **8. After Action Reports (AAR) and Corrective Actions Programs (CAP)**

Following an exercise or an actual event, an After-Action Report (AAR) should be completed by all staff involved in the event. The information gathered in the AAR will provide insight into future refinement of the Logistics Annex. AARs will be completed as soon as possible following any relevant exercise and will be facilitated by the State OEM for plan updates, ideally at the end of the exercise. The AAR should be completed as soon as possible following the of deactivation of the State EOC and provided to the State OEM, ideally within one to two weeks. DPC agencies will support all exercises and AARs. For example, in response to the Lake Ontario flooding in 2019, State OEM coordinated an AAR with all staff and agencies involved, resulting in a Corrective Action Program initiated by State OEM.

## **Section III: Response**

### **1. Alert, Notification, and Plan Activation**

The response to an incident may be adequate using only local resources or it may be one that necessitates or warrants a State response. As such, State involvement may be initiated in a variety of ways as various mechanisms are in place to serve as conduits to the request, acquisition, and deployment of State assistance. Several State Agencies continuously operate their own warning points, operational centers, dispatch centers, or reporting systems that field requests for State assistance in addition to the daily operating needs. Pursuant to Federal, State, executive, and agency-specific protocols, these systems are routinely used for notifications of significant or reportable events and/or make emergency notifications to State personnel. Included among these is the State Watch Center (SWC) at the State EOC. State assistance is often provided through these reception points which become more centralized under an overall State response upon activation of the State EOC.

### **2. Emergency Response Levels**

Local government serves as the front line of defense and has the primary responsibility to respond to emergencies within their jurisdiction. Such primacy exists at all levels of government throughout New York State, with jurisdictions dependent on the State to support response activities, as appropriate.

As identified in the State CEMP Volume 2 and the ESF #7 Annex, the State EOC maintains several activation levels based upon event severity and the overall level or volume of State response operations. These levels are indicative of the response to a specific hazard or threat and include a host of operational functions and mechanisms. Those functions may be broad in scope, or may be narrow, such as providing assistance in logistics management and support.

The following levels of activation outline the operational steps the State may take in responding to any event.

Level 4 Enhanced Monitoring: A small, isolated, or potential event that has some indicators that warrant extra attention, enhanced monitoring, or external communication.

- State OEM staff only.
- Agencies may be asked individually to provide support through remote operations or report from their home agency.

Level 3 Partial Activation: An incident or event requiring a partial activation of the State EOC, with ESF coordinating agency activation.

- ESF #7 agencies will be determined at the time of the event.

Level 2 Full Activation: An incident requiring full activation of the State EOC, with ESF activation.

- Most, if not all, ESF #7 member agencies will be activated.

Level 1 Full State/Federal Response: An incident requiring full activation of the State EOC, with ESF activation, and Federal ESF integration and coordination.

- All ESF #7 member agencies will be activated.
- The activities of ESF #7 will be integrated with those of their Federal ESF #7 counterparts.

### 3. Emergency Response Organization and the use of the Incident Command System

The Incident Command System (ICS) response structure will be implemented in response to an emergency situation. ICS allows for flexibility in its application so that its structure can be modified to any particular situation.

The State EOC is organized in the ESF construct. The ESF organizational structure provides support, resources, program implementation, and services needed to save lives, protect property and the environment, restore essential services and critical infrastructure, and help victims and communities return to normal following a hazard event or disaster. The State EOC Organizational Chart is depicted below.

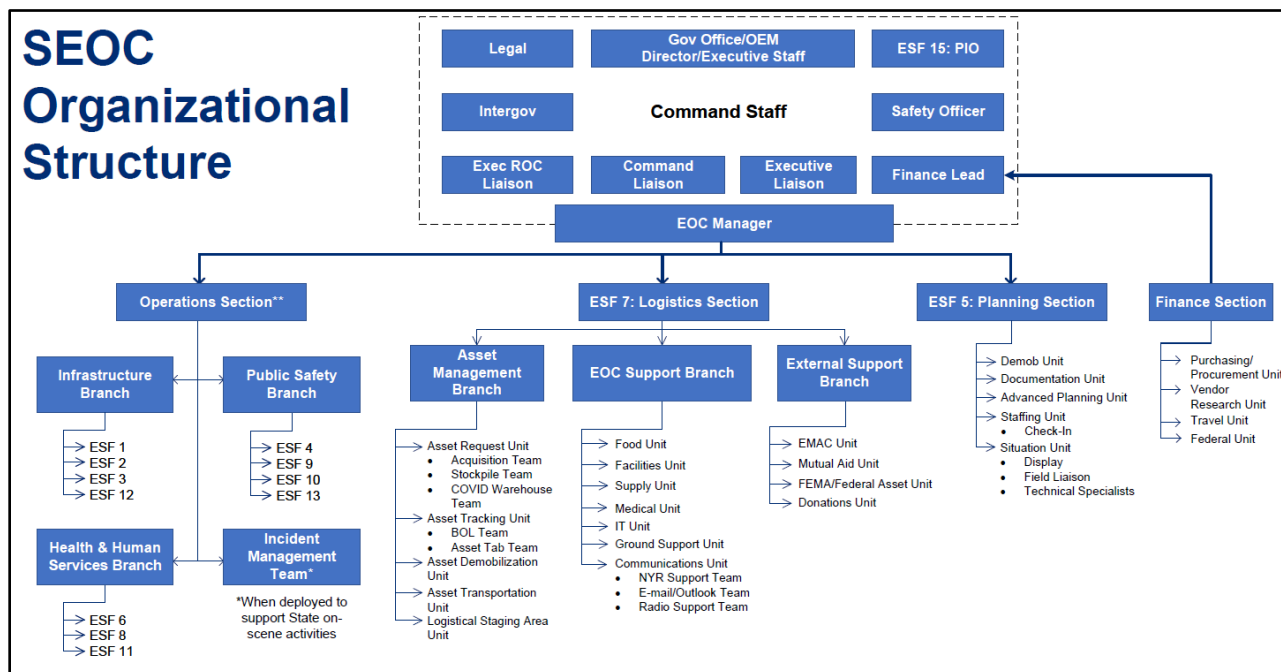


Figure 2: State EOC Organizational Structure, Final March 2023

The alignment of State EOC activation levels and the corresponding ICS function and capability can be found in the State CEMP, Volume 2- *Response and Short-Term Recovery*, Attachment 2 - *State EOC Activation Level Matrix*. Other elements that can be activated to improve resource coordination include, but are not limited to:

#### Multi-Agency Coordination (MAC) Group

As indicated in Volume 2- *Response and Short-Term Recovery*, a Multi-Agency Coordination (MAC) group may be established to identify a variety of executive policies, including policy for agencies to support resource requests through each Agency Operations Center (AOC) and support the management of emergency facilities.

#### State Incident Management Team (IMT)

Based upon the incident, the State may utilize and deploy a State Incident Management Team (IMT) to the area of impact. The IMT will serve to support on-scene and EOC interagency coordination between responding disciplines, local governments, the MAC, and any on-scene Federal presence. Utilization of this capability will be considered regardless of whether or not the event is Federally supported or declared.



#### **4. Assignment of Responsibilities**

This section reviews existing roles, responsibilities, and capabilities of local and state governments and agencies.

##### Local Government

Local government will be actively involved in resource logistics management, to the fullest extent possible. Each county, and many local governments, has a comprehensive emergency management plan which provides the framework for the jurisdiction's response to emergencies and disasters. Each locally developed plan will differ in its implementation, including in response capabilities, surge capacities, and in the ability to exercise authorities. A local point of contact would be identified to coordinate with local logistics management and act as a primary point of contact. This could be accomplished through the county OEM, local ARC chapters, other local agencies, or County Organizations Active in Disaster (COADs).

##### State Government

The State's role is to coordinate State Logistics Management Operations. Agencies may not have a specific role and responsibility in Logistics, however responsibilities outside the Logistics Management and ESF #7 framework may overlap with the Agency's capabilities to assist in Logistics Management operations. State Agencies that can provide logistical support include, but are not limited to: Canals, State University of New York, Division of Military and Naval Affairs, Department of Corrections and Community Services, Department of Transportation, DHSES/Logistics, Office of General Services, Office of Information Technology Services, NY Power Authority, Office of Interoperable and Emergency Communication, Thruway Authority, and the Office of Parks, Recreation, and Historical Preservation.

#### **5. Staffing Requirements**

##### Command and Control Centers

Based upon the response level to the disaster, State Agencies may provide staff to the State EOC, the MAC, and to a variety of forward locations including:

- The affected county's emergency operations centers;
- The State-established Incident Command Post (ICP) and/or Regional Operations Center (ROCs);
- The Joint Field Office (JFO), if established;
- In support of the IMT (or multiple IMTs), if deployed; and/or,
- In support of emergency facilities, if established.

State Agency representatives may serve in a primary and/or support role for several ESFs. To facilitate accomplishment of assigned responsibilities, the number of agency personnel operating from each location will be based on operational requirements and coordinated through the chain of command, as appropriate.

##### Staffing for Emergency Facilities

Staging Areas will be staffed as appropriate using State, volunteer, and local resources. Agency representatives must be knowledgeable of the resource request process, understand the accountability issues for the tracking of resources or services, and be cognizant of their role within the ICS. Agencies that have exhibited or demonstrated the capability to support emergency facilities are identified in *Agency Responsibilities* in the following paragraphs.

## **6. Agency Responsibilities**

The following agencies or organizations have been identified as having significant roles within the Logistics management function and process.

New York State Office of Emergency Management (State OEM): Provide overall coordination of logistics and interagency coordination between local, state, and federal response and recovery components.

State OEM Stockpiles: Will provide (forward) tactical support through management of State stockpiles and staging areas, and related coordination and informational support within the State EOC during activations (Level 2 or greater).

NYS Office of General Services (OGS): Manages the State's procurement efforts during non-emergency times and assists with both material and property management during emergencies. OGS may also provide assistance with locating and management of logistics sites for operational use. In addition to emergency procurement support, the OGS can provide logistical support during emergency response and short-term recovery activities assisting with the transportation of supplies, office furniture, and other items through its Mail & Freight Center and Distribution Management Programs staging items at its regional Distribution Centers in Albany and Long Island.

NYS Division of Military and Naval Affairs (DMNA): Manages the military assets of the State, including assets owned by both the State and Federal government. May also assist in locating, establishing, equipping, and providing overhead teams, and managing staging centers and other logistical sites to support disaster recovery operations. Per the National Framework and FEMA, military forces are not first responders, but, the National Guard is the first level of military response. National Guard response generally is able to deploy from armories at notification +24 hours. DMNA can provide ground transportation for commodities and supplies as well as transportation of personnel for emergency evacuation purposes. DMNA has limited stockpiles of commodities and supplies and these are generally for support of organic personnel. DMNA would require material handling equipment to load and unload stock. DMNA facility space is limited for outside agencies due to operational impact on internal operational requirements.

NYS Department of Corrections and Community Supervision (DOCCS): The primary role of DOCCS is to provide personnel to assist in preparing, establishing, equipping, and managing State Logistics sites for operational use, and in site clean-up after response and recovery operations have ended. DOCCS may also provide transportation support to an operation.

NYS Department of Transportation (DOT): The primary role of DOT will be to transport items, as needed, with available resources. DOT will identify the assets that can be made available to ESF #7, depending on the event.

NYS Office of Parks, Recreation, and Historic Preservation (OPRHP): The primary role of OPRHP is to provide what OPRHP assembles and sends over on a weekly basis in OPRHP's "Inventory Readiness Report" (stockpiles) as well as the capability of providing "Staging Areas" in the affected area(s) when possible.

NYS Thruway Authority (TA): The primary role of TA will be to transport items, as needed, with available resources. TA will identify the assets that can be made available to ESF #7, depending on the event.

State University of New York (SUNY): SUNY may be able to provide equipment including barricades, compressors, gen-sets, trucks, and related maintenance equipment.

NYS Canal Corporation (Canals)/NYS Power Authority (NYPA): Canals/NYPA may have the ability to provide limited inventory of portable and heavy equipment to support requests by impacted agencies/entities. Canals/NYPA has limited capacity to provide personnel, and engineering and technical expertise in support of emergency response requests. Resources needed to meet Canals/NYPA infrastructure, and engineering and operations needs would be prioritized. Emergencies impacting the canal system will limit the resources available from Canals/NYPA, if ESF #7 is activated.

NYS Office of Information Technology Services (ITS): ITS can provide consolidated mainframe and server computer and networking. ITS provides technology support to the State EOC.

NYS Office of Interoperable and Emergency Communications (DHSES/OIEC): OIEC can provide radios and communications support to the State EOC.

NYS Department of Environmental Conservation (DEC): DEC can assist in locating, establishing, equipping, and managing Federal/State Staging centers and other logistical sites to support disaster recovery operations. DEC's Division of Materials Management is responsible for initiating the issuance of waivers of container deposit requirement (State Returnable Container Act) for water donated by manufacturers (and others) toward specified emergency relief efforts.

#### New York State Voluntary Organizations Active in Disaster (NYS VOADs)

NYS VOADs may assist in the off-loading, storage, inventorying, and distribution of unsolicited donations at the separately established donations centers and will also provide assistance in handling other goods, and managing volunteers desiring to work at the Point of Distribution Sites. To address this, there is a MOU with the Adventist Community Services (Seventh Day Adventist) and a Volunteer and Donations Management Appendix. The MOU is for the provision of donations management and multi-agency warehouse management during an emergency or disaster in New York State. Although this MOU has not been utilized in recent years, the MOU has no termination date. At the time of this writing, New York State is in the process of updating contact information and MOU applicability with the Adventist Community Services.

## **7. Integration of Federal ESFs**

The Federal Government organizes its response resources and capabilities under an ESF construct. Like New York State's ESF construct, Federal ESFs are multi-agency operational components that serve as the primary means for coordinating Federal resources and capabilities into New York State. The Federal ESFs bring together a wealth of capabilities of Federal departments and agencies and other national-level assets. In doing so, they are organized to provide the operating structure for building, sustaining, and delivering Federal response core capabilities in support of the State's Critical Capabilities. Integration and coordination are key to leveraging the resources of each Federal ESF. As such, New York State ESF #7 will serve at the primary integration point for Federal ESF #7 when coordinating logistics management and operational needs.

## **8. Requesting Assistance and Resource Request Tracking**

### State Assistance

Communication and information flow are essential during an emergency or disaster. Having standardized response and resource management activities ensure a central coordination of resources and direction for requests for assistance. New York State currently uses the universal

emergency management software platform NYR to submit and share vital disaster-related information with local governments and State Agencies. NYR tracks incident reports and resource requests with real-time tracking of assets.

When the State EOC receives and approves a request for assistance, that request is provided to the Operations Section Chief (OSC), if established, and the appropriate ESF. Once received by ESF #7, the ESF Coordinator will navigate/source the request to the appropriate member agency. If the resource is available, the ESF Coordinating Agency will advise the OSC and assign the mission.

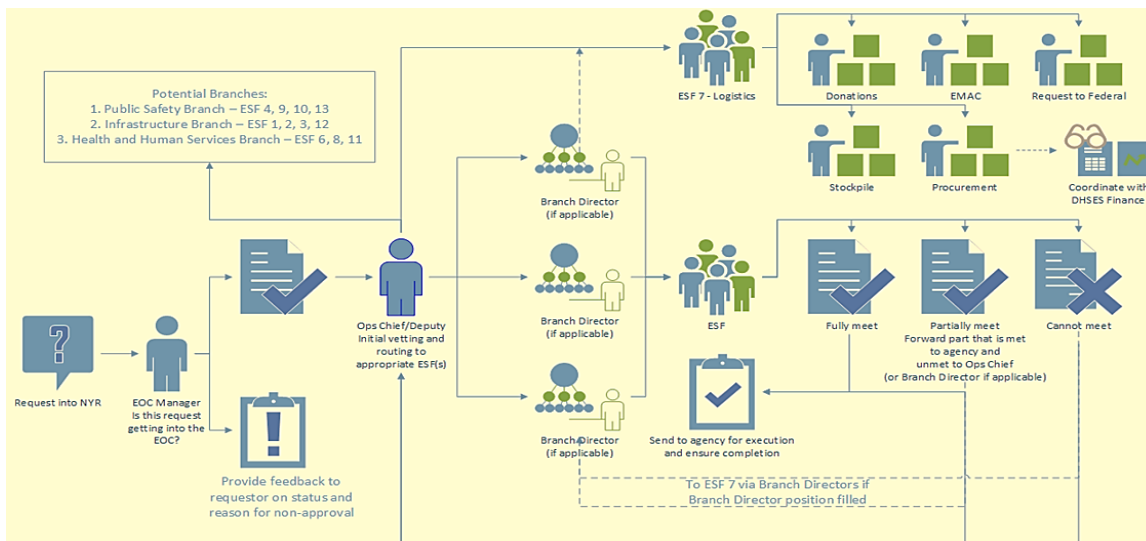


Figure 3: State EOC Mission Flow Chart

### Logistics Section

ESF #7 is the Logistics Section in the State EOC. The Logistics Section Chief is responsible for the direction, control, and coordination of resources and personnel assigned under the Logistics Section. The Logistics Section Chief for each operational period reports to State EOC Manager, who directs the management of all incident-related tactical activities and will maintain positive operational control of all pertinent ESF activities.

### Mission Assignment Specialist

A position at the command and general staff level that helps to facilitate requests for assistance. The Mission Assignment Specialist helps to avoid operational bottle necks, is responsible for vetting requests/missions that are received by the State and helps to ensure that the requests are tasked to the appropriate ESFs.

### Mission Request

A mission request is a request for State assistance that are formally entered into the State Incident Management System, NYR. Requests or missions can be for resources or services, including personnel. Missions will be assigned to the Operations Section Chief, Branch Director (if established), and to the ESF.

### **Mission Tracking**

After an ESF is assigned a request/mission and accepts it, the assigned resource must be tracked using NYR. The resource must be tracked throughout the entire process for visibility, efficiency, accountability, and reporting purposes.

### **Mission Monitoring**

Requests/Missions that are assigned will be monitored using NYR. The Coordinating Agency, Branch Director, and OSC can all be monitoring requests for their respective ESF. The agency that provided the resource should enter updates into the system through completion of the mission/request.

### **Mission Closure**

A request/mission is considered complete when all resources assigned to the call have been returned and return has been confirmed. When a request/mission is complete, all pertinent information must be entered into NYR before the call can be completed and marked as complete.

### **Federal Assistance**

FEMA uses the Resource Request Form, FEMA Form 010-0-7, as a request for Federal assistance. The form can be found in Attachment 1 and is available online at:

[https://www.fema.gov/media-library-data/1400690491813-83a528412b0277a2f275dda9d775bf64/FEMA\\_Form\\_010-0-7.pdf](https://www.fema.gov/media-library-data/1400690491813-83a528412b0277a2f275dda9d775bf64/FEMA_Form_010-0-7.pdf)

## **Section IV: Recovery and Demobilization**

### **1. Overview**

Dependent on the severity of the event or incident, type of destruction or damage, and the needs of the affected communities and individuals, the response to such an event may be short-lived or could extend for a prolonged period of time, perhaps even years. There is no clear delineation of when disaster response activities transition into short-term recovery activities. In general, disaster response addresses the immediate life-safety concerns and incident stabilizing efforts, while short-term recovery activities begin as the need for immediate life-saving activities diminish resulting in response activities focused on the individual and less toward the masses.

### **2. Recovery and Demobilization Process**

As the scope of the response begins to shift to a recovery process, the response structure that is in place will change. When this transition occurs, operational components, such as the State IMT, may be demobilized. As a result, the mechanisms of the recovery process will be transferred from the State EOC to the JFO.

As the recovery process begins, requests for State and Federal response resources will begin to diminish. As the response structure demobilizes, activated emergency facilities may, over a period of time, begin to demobilize. ESF #7, if activated, will monitor the activities of the activated emergency facilities, and continually assess the feasibility of utilizing such facilities throughout the recovery process. The ESF #7 Coordinating Agency will keep the State EOC Manager apprised of the status and activity of the facilities and will recommend whether to continue to operate or demobilize the facilities as the recovery process unfolds.

Regardless of the extent of damage, the State of New York will strive to assist local governments, businesses, and citizens in recovering from the impacts of any emergency. Where possible, hazard mitigation measures will be incorporated into recovery activities to lessen the impact of reoccurrence or eliminate it entirely.

#### **Resupply/Procurement**

Efforts will be undertaken to return the affected site to pre-disaster conditions. The Logistics Section will:

- Coordinate and conduct activities associated with retrieving (or disposing locally, if no longer serviceable), refurbishing, and restocking all assets, as appropriate, used during the disaster response; and,
- Ensure that all equipment and supplies are accounted for.

#### **Maintenance**

All property requiring maintenance will be returned to original operational condition. Agency-specific assets will be maintained by that agency through each agency representative in the State EOC.

### **3. Documentation for Demobilization**

While each agency is responsible for establishing administrative controls necessary to manage the expenditure for their own funds, the Logistics Section will assemble records for assets that were acquired or distributed through the ESF. Further, Finance/Administration will also keep records to identify the expenditures incurred via emergency purchases. Both sections will maintain their respective records to provide reasonable accountability and justification for federal reimbursement in accordance with the established federal regulations. Records should be documented in NYR.

As part of a standard incident management practice, staff will be instructed to document all activities until the State has returned to normal operations, including the use of electronic or hardcopy materials generated in the event. Systems are in place to monitor and facilitate:

- Tracking files, documents, and records (including emergency operating costs) for future reference;
- All shipping, receiving, truck logs, and copies of all electronic media and records will be sent to and maintained by the county EOC, with copies entered in in NYR under each corresponding NYR number;
- All copies of all bills, receipt of equipment, shipping reports, etc. will be sent to and maintained to Logistics Section at the county EOC, with copies entered in in NYR under each corresponding NYR number;
- The ESF #7 Logistics Section will assemble records for assets that were acquired or distributed through the ESF;
- Finance/Administration will keep records to identify the expenditures incurred via emergency purchase; and,
- All records should be documented in NYR.

## **Attachment 1: List of Acronyms**



### List of Acronyms

<b>COAD</b>	County Organizations Active in Disaster
<b>DEC</b>	Department of Environmental Conservation
<b>DHS</b>	Department of Homeland Security
<b>DHSES</b>	Division of Homeland Security and Emergency Services
<b>DMNA</b>	Division of Military and Naval Affairs
<b>DOCCS</b>	Department of Corrections and Community Supervision
<b>EMAC</b>	Emergency Management Assistance Compact
<b>EOC</b>	Emergency Operations Center
<b>FEMA</b>	Federal Emergency Management Agency
<b>FSSC</b>	Federal/State Staging Center
<b>ICP</b>	Incident Command Post
<b>ICS</b>	Incident Command System
<b>MACC</b>	Multi-Agency Coordination Center
<b>NIMS</b>	National Incident Management System
<b>NRF</b>	National Response Framework
<b>OGS</b>	Office of General Services
<b>OEM</b>	Office of Emergency Management
<b>PODS</b>	Point of Distribution Sites
<b>SA</b>	Staging Area
<b>VOAD</b>	Voluntary Organizations Active in Disasters

**Attachment 2:  
Resource Request Form**


## Resource Request Form

DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY <b>RESOURCE REQUEST FORM (RRF)</b>		OMB No. 1660-0047 Expires June 30, 2024	
<b>I. REQUESTING ASSISTANCE (To be completed by Requestor)</b>			
1. Requestor's Name (Please print)		2. Title	
3. Phone No.		4. Requestor's Organization	
5. Fax No.		6. E-Mail Address	
<b>II. REQUESTING ASSISTANCE (To be completed by Requestor)</b>			
1. Description of Requested Assistance:			
2. Quantity		3. Priority	
		<input type="checkbox"/> Lifesaving <input type="checkbox"/> Life Sustaining <input type="checkbox"/> Normal <input type="checkbox"/> High	
4. Date and Time Needed		5. Delivery Site Location	
6. Site Point of Contact (POC)		7. 24 Hour Phone No.	
8. Fax No.		9. State Approving Official Signature	
10. Date and Time			
<b>III. SOURCING THE REQUEST - REVIEW/COORDINATION (Operations Section Only)</b>			
1. <input type="checkbox"/> OPS Review by: _____ <input type="checkbox"/> LOG Review by: _____ <input type="checkbox"/> Other Coordination: _____ <input type="checkbox"/> Other Coordination: _____ <input type="checkbox"/> Other Coordination: _____		2. Source: <input type="checkbox"/> Donations <input type="checkbox"/> Other (Explain) _____ <input type="checkbox"/> Requisitions <input type="checkbox"/> Procurement <input type="checkbox"/> Interagency Agreement <input type="checkbox"/> Mission Assignment	
3. Assigned to: ESF/OFA: _____ RSF/OFA: _____ Other: _____ Date/Time: _____		4. Immediate Action Required <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>IV. STATEMENT OF WORK (Operations Section Only)</b>			
1. OFA Action Officer		2. 24 Hour Phone No.	
3. Fax No.		4. FEMA Project Manager	
5. 24 Hour Phone No.		6. Fax No.	
7. Statement of Work		<input type="checkbox"/> See Attached	
8. Estimated Completion Date		9. Estimated Cost	
<b>V. ACTION TAKEN (Operations Section Only)</b>			
<input type="checkbox"/> Accepted <input type="checkbox"/> Rejected <input type="checkbox"/> Requestor Notified			
Reason / Disposition			
<b>TRACKING INFORMATION (FEMA Use Only)</b>			
ECAPS/NEMIS Task ID:		Resource Request No.	
Program Code/Event No.		Received by (Name and Organization)	
State		Date/Time Received	
<input type="checkbox"/> Originated as verbal			

**FEMA Form FF-104-FY-21-120 (formerly 010-0-7)**  
**(06/21)**

**Attachment 3:**  
**ESF #7 Logistics Standard Operating Guide**

## ESF #7 Standard Operating Guide

Standard Operating Guide		 <b>Disaster Preparedness Commission</b>
<b>ESF Coordinating Agency:</b> Division of Homeland Security and Emergency Services/ Office of Emergency Management (DHSES/OEM)	Rev. DRAFT Date: March 2023	
<b>DPC Member Agencies:</b> DHSES/OEM Stockpiles DHSES/Finance DHSES/Logistics DHSES/Office of Interoperable and Emergency Communications (DHSES/OIEC) Division of Military and Naval Affairs (DMNA) Department of Corrections and Community Supervision (DOCCS) Department of Transportation (DOT) Office of General Services (OGS) Office of Information Technology Services (ITS) Office of Parks, Recreation and Historic Preservation (OPRHP) Thruway Authority (TA)	<b>New York State Emergency Support Function #7 Logistics</b>	
<b>Non-DPC Member Agencies:</b> Canal Corporation (Canals) New York Power Authority (NYPA) State University of New York (SUNY)		
<b>Introduction</b>		
<p>The following Standard Operating Guide (SOG) establishes the operational framework for Emergency Support Functions (ESFs) activated during Response and Short-Term Recovery efforts in the New York State Emergency Operations Center (EOC). The SOG reflects the National Incident Management System (NIMS), including elements of the Incident Command System (ICS). The primary function of this SOG is to standardize ESF operations inside the State EOC and promote unity of effort. This SOG will guide the ESF Coordinating Agency and Support Agencies in carrying out all duties and responsibilities including, but not limited to:</p> <ul style="list-style-type: none"><li>• Incident management actions, roles, and responsibilities.</li><li>• Coordination, administration, and integration of emergency management personnel, plans, and strategies into a common operating picture.</li></ul> <p>The Coordinating Agency for ESF #7 is the New York State Division of Homeland Security and Emergency Services (DHSES). As the Coordinating Agency, DHSES will coordinate the activities of ESF #7 in conjunction with other Member Agencies when activated. ESF #7 will activate in situations where a State level multi-agency response is needed for resource management, coordination, and procurement.</p>		
		<b>Critical Capability</b>  ESF #7 would support the following Critical Capabilities in New York State: Logistics and Resource Management, Private Sector/Non-Governmental Organizations, and Planning
DRAFT NYS ESF #7 SOG	1	March 2023

The primary function of the ESF #7 SOG is to standardize ESF operations inside the State EOC and promote unity of effort. The SOG will guide the ESF Coordinating and Member Agencies in carrying out all duties and responsibilities, including but not limited to, the following:

- Incident management actions, roles, and responsibilities.
- Coordination, administration, and integration of emergency management personnel, plans, and strategies into a common operating picture.

The ESF #7 SOG can be found in its entirety in the State OEM Planning Section and on the P:/Planning drive.

**Attachment 4:**  
**NYS Standard Operating Guide for the Emergency Management**  
**Assistance Compact (EMAC)**

# **Standard Operating Guide for Managing Assistance Requests under the Emergency Management Assistance Compact**

## **Purpose**

To establish procedures for the State OEM to respond to a request for assistance that from another member state of the Emergency Management Assistance Compact (EMAC).

## **Background on EMAC**

The Emergency Management Assistance Compact is an agreement among member states that establishes a standard methodology for providing and receiving interstate mutual aid assistance following the declaration of a state disaster or emergency by a Governor.

The compact provides a framework for requesting assistance from another member state and addresses legal and administrative matters that could be impediments to providing such assistance.

## **A. INTRODUCTION**

1. This Guide is a supplement to the New York State Comprehensive Emergency Management Plan Logistic Annex.
2. This guide should be used in conjunction with the Emergency Management Assistance Compact Standard Operating Protocols, and the EMAC Advance Team (A-Team) Guidebook.
3. Assistance will not be provided (or requested) unless a State Declaration has been issued by the Governor of the State receiving assistance.
4. Only requests received as a broadcast message from the NEMA/EMAC website ([www.emacweb.org](http://www.emacweb.org)) are considered formal EMAC requests.
5. Verbal request and/or requests received by other means will be handled in accordance with standard State OEM Operational Protocols.
6. Resource requests will be received at a State OEM mail group address which includes individuals who are assigned principal EMAC responsibilities.
7. The State EOC will be the initial action group for all EMAC requests.
8. The Director of the State OEM is the Authorizing Agent for this Standard Operating Guide and any other plans and procedures which may be formulated to carry out and the State's responsibilities under the Compact.
9. The EMAC Designated Contact is responsible for maintaining and distributing current EMAC related documents, plans, and procedures.

## **B. REQUESTS TO PROVIDE ASSISTANCE**

### NORMAL DUTY HOURS

1. Initial notification from a member state on the need for assistance may be received via phone, fax, and/or an e-mail broadcast message from the NEMA/EMAC Notification and Reporting System website or other means.
2. Upon receipt of a request for assistance, the State EOC will record the information and immediately notify the Operations Section Chief and the Planning Section Chief.
3. The Operations Section Chief will notify the Duty Officer of the Request and brief him/her of the situation.
4. The Duty Officer will:
  - A. Notify one of the following State OEM/EMAC Designated Representatives (as of 11/06) to be available should any questions arise:
    - The State Watch Center 518.292.2200
  - B. Brief the State OEM Director on the nature of the request and seek a decision on whether New York State will offer assistance.
5. Upon a decision by the Director that the State will not provide assistance, the Duty Officer will advise the State EOC that no further action is necessary. The State EOC will record the information on the decision and close the log on the request.
6. Upon receipt of a decision that assistance may be provided, the Duty Officer will advise the State OEM/EMAC Designated Representative who will become the EMAC Point of Contact (POC) for the request.
7. The EMAC POC will make initial contact with the requesting state to discuss possible provision of assistance and to obtain an EMAC interstate Mutual Aid Request Form (REQ-A) which provides details on the nature of the assistance being sought.
8. Once the REQ-A is received, the EMAC POC will coordinate with the State OEM Planning, Operations, Logistics, and Finance/Administration Sections to identify available resources and obtain an estimated cost of fulfilling the request.
9. Upon receipt of the available resource and cost information the EMAC POC will complete Part II of the REQ-A and brief the Director on the status of actions taken.
10. Upon concurrence by the State OEM Director, the EMAC POC will seek the signature of one of the following EMAC Authorized Representatives on Part II of the REQ-A:
  - A. State OEM Director,
  - B. State OEM 1st Deputy Director, or
  - C. State OEM Deputy Director for Finance Administration.
11. The EMAC POC will return the REQ-A to the requesting state.
12. Once the requesting state approves the assistance being offered by signing REQ-A Part III, the EMAC POC will notify the State OEM Director and the State OEM Operations, Logistics, and Finance/Administration Sections on the need to deploy available resources.
13. A pre-deployment briefing will be provided to deploying assets prior to departure. At a minimum, the briefing will include logistical details, the expected working conditions, and record-keeping requirements.
14. The EMAC POC will provide monitoring of the status of resources and provide updates to the State OEM Planning Section, which will prepare periodic briefings on the status of the mission and any anticipated changes.
15. The individual(s) responsible for the deployed resources and/or personnel will track and document costs associated with the deployment to be submitted to the State OEM EMAC POC within 30 days of demobilization.
16. The EMAC POC will coordinate with the Finance/Administration Section to prepare one financial claim package to submit to the requesting state.

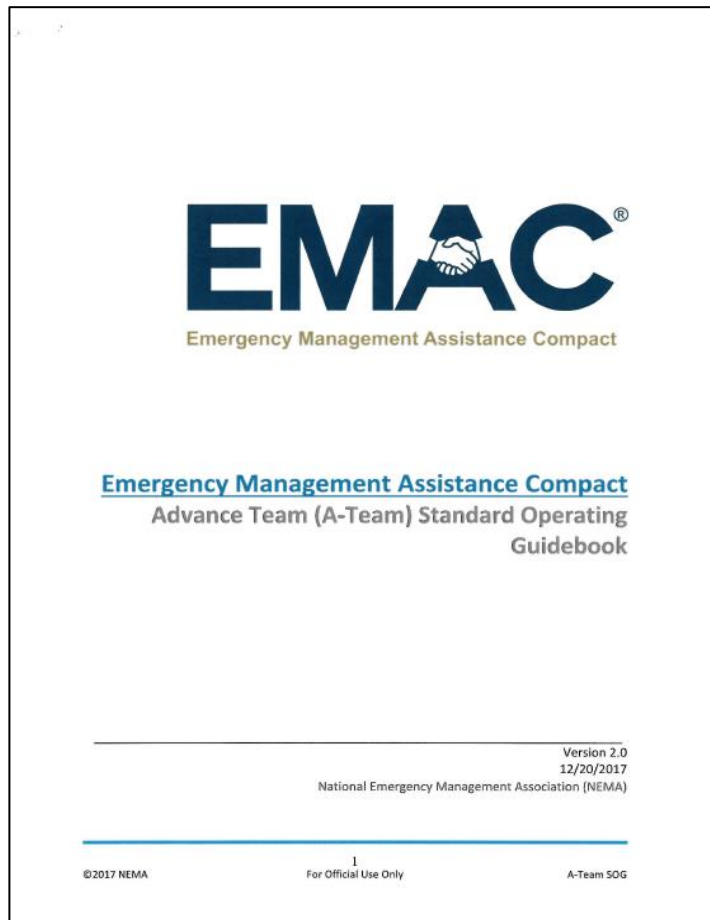


17. Once reimbursement is received by State OEM, the Finance/Administration Section will coordinate the reimbursement of assisting parties in accordance with EMAC operational procedures.

#### NON-DUTY HOURS/WEEKENDS

1. Initial notification from a member state on the need for assistance may be received via phone, fax, an e-mail broadcast message from the NEMA/EMAC Notification and Reporting System website, or other means.
2. Upon receipt of a request for assistance, the State EOC will record the information and immediately notify the Duty Officer of the Request and brief him/her of the situation.
3. The Duty Officer will:
  - A. Notify one of the following State OEM/EMAC Designated Representatives to be available should any questions arise:
    - The State Watch Center 518.292.2200
  - B. Brief the State OEM Director on the nature of the request and seek a decision on whether New York State will offer assistance.
4. Upon a decision by the Director that the State will not provide assistance, the Duty Officers will advise the State EOC that no further action is necessary. The State EOC will record the information on the decision and close the log on the request.
5. Upon receipt of a decision that assistance may be provided, the Duty Officer will advise the State OEM/EMAC Designated Representative who will become the EMAC Point of Contact (POC) for the request.
6. The EMAC POC will make initial contact with the requesting state to discuss possible provision of assistance and to obtain an EMAC Interstate Mutual Aid Request Form (REQ-A) which provides detail on the nature of the assistance being sought.
7. Once the REQ-A is received, the EMAC POC will coordinate with the State OEM Planning, Operations, Logistics, and Finance/Administration Sections to identify available resources and obtain an estimated cost of fulfilling the request/
8. Upon receipt of the available resource and cost information, the EMAC POC will complete Part II of the REQ-A and brief the Director on the status of actions taken.
9. Upon concurrence by the State OEM Director, the EMAC POC will seek the signature of one of the following EMAC Authorized Representatives on Part II of the REQ-A:
  - A. State OEM Director,
  - B. State OEM 1<sup>st</sup> Deputy Director, or
  - C. State OEM Deputy Director of Administration.
10. The EMAC POC will return the REQ-A to the requesting state.
11. Once the requesting state approves the assistance being offered by signing the REQ-A Part III, the EMAC POC will notify the State OEM Director and the State OEM Operations, Logistics, and Finance/Administration Sections on the need to deploy available resources.
12. A pre-deployment briefing will be provided to deploying assets prior to departure. At a minimum, the briefing will include logistical details, the expected working conditions, and record-keeping requirements.
13. The EMAC POC will provide monitoring of the status of resources and provide updates to the State OEM Planning Section, which will prepare periodic briefings on the status of the mission and any anticipated changes.
14. The individual(s) responsible for the deployed resources and/or personnel will track and document costs associated with the deployment to be submitted to the State OEM EMAC POC within 30 days of demobilization.

15. The EMAC POC will coordinate with the Finance/Administration Section to prepare one financial claim package to submit to the requesting state.
16. Once reimbursement is received by State OEM, the Finance/Administration Section will coordinate the reimbursement of assisting parties.



## **EMAC ADVANCE TEAM SOG**

The primary function of the EMAC SOG is for Advance Team (A-Team) to implement the EMAC process on behalf of the Requesting and Assisting States. Teams may operate as an internal EMAC resource coordinating component of the Requesting State or be deployed from an Assisting State to an affected state to manage the procurement of necessary interstate mutual aid resources. Teams are trained on the EMAC A-Team Standard Operating Guidelines, the EMAC Operations System (EOS), and the use of reports available through the EOS.

The EMAC SOG can be found in its entirety in the State OEM Planning Section, in the State OEM Operations Section, or is located on the P:/Planning drive.

**Attachment 5:**  
**Distribution and Inventory Management Annex**

## Distribution and Inventory Management Annex

### **New York State Comprehensive Emergency Management Plan**

#### **Distribution and Inventory Management Annex**



**Disaster Preparedness  
Commission**

**Prepared by the New York State  
Disaster Preparedness Commission**

**March 2022**

The purpose of this Annex is to ensure that the State Comprehensive Emergency Management Plan is adequate to respond to the distribution and inventory management needs associated with disasters and emergencies within the State, including ordering, distributing, managing, transporting, staging, and demobilizing of critical resources. This Annex will include utilizing individual agency activities that serve as a precursor to utilizing the Emergency Support Functions, as warranted. Further, this Annex identifies the key mechanisms in coordinating with local response and identifies the lines of coordination to interoperate with the Federal response via the National Response Framework.

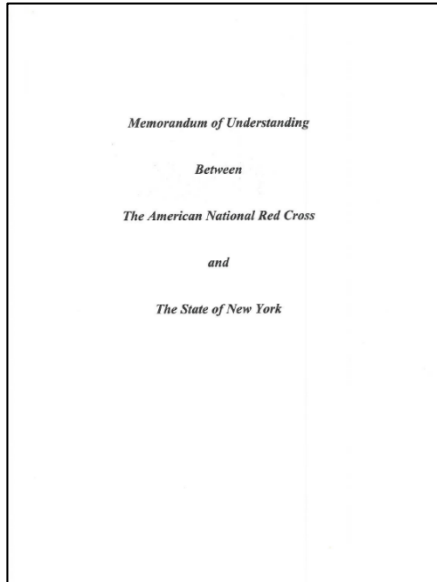
The objectives of the Annex are to:

- Define critical resource requirement;
  - Establishing multiple sourcing mechanisms for effective distribution management;
  - Describe how commodities are distributed directly to the community;
- Outline the acquisition, use, distribution, storage, and disposal of commodities and equipment;
  - Describe the transportation architecture with inbound and bound flows;
  - Predetermine staging areas; and,
  - Address property reconciliation and demobilization of a response.

The Distribution and Inventory Management Annex can be found in its entirety in the State OEM Planning Section, the State OEM Operations Section, and on the P:/Planning drive.

**Attachment 6:  
Memorandums of Understanding**

## ARC/NYS MOU



The purpose of the MOU is to define a working relationship between the American National Red Cross and the State of New York and its agencies, through the New York State Office of Emergency Management, in preparing for, responding to, and recovering from certain disaster situations. This MOU provides the broad framework for cooperation between the Red Cross and New York State in rendering assistance and service to victims of disaster, as well as other services for which cooperation may be mutually beneficial.

MOUs can be found in their entirety in the State OEM Planning Section, State OEM Operations Section, and on the P:/Planning drive.

**Attachment 7:**  
**NYR Asset Tab Functions / Tracking Resources**

## Add an Asset

There are two ways to enter an asset: from the Asset Ledger or from a Call.

Both ways follow the same steps.

### To Add an Asset follow these steps:

1. Click the **Add** button either in the Asset Ledger or from the Assets tab on a Call.

The screenshot shows the 'Asset Form' window with the following fields and values:

- Item:** Plow, Snow, Truck Mntd (8452) - to 15 ft
- Description/Notes:** Snow Plow Truck
- Serial Number:** 48965
- Quantity:** 1
- Resource Provider:** Town of Hamburg
- Obtained:** Loaned
- Transporter:** Public Works Department Driver
- Status:** Staged
- Ticket ID:** 3212-3216 - Town of Hamburg - Roads Closed
- Label:** Town of Hamburg
- Location:** 100 Main St, Hamburg, NY 14075

A warning message is displayed below the Ticket ID field: "Warning: changing Ticket ID will permanently move these assets to this ticket".

At the bottom right, there are 'Save' and 'Cancel' buttons.

2. Either type the name of the **item** or select it from the drop-down menu.
3. Add a **description** or notes if desired.
4. Add a **serial number** if applicable.
5. Enter the **quantity** of the item.
6. Select the **provider** from the drop-down menu or click on the **Plus** button to type in the name of a new provider.
7. Indicate how the item was **obtained**: borrowed, leased, purchase, rented, loaned, etc.
8. Enter the name of the **transporter**.
9. Select the **status** of the resource from the drop-down menu.
10. Associate the asset with a Call by entering the **Call ID**.
11. Choose a label from the drop-down menu.
12. Enter the location of the asset by typing in the address, selecting coordinates by clicking the **Target** button, or using the map by clicking the **Globe** button.
13. Press Save.

Security Disclaimer: Not all users will have access to all features described in this section. To receive additional permissions and responsibilities users can speak with a supervisor or system administrator.